



The MISSISSAUGAS OF THE CREDIT FIRST NATION  
is accepting applications for the full time, permanent position of

## **“Director of Education”**

Closing Date: February 25, 2021 at 12:00pm

### **Job Summary:**

To ensure the MCFN Education (i.e. LSK Elementary School, Secondary School tuition/services, Post Secondary tuition/services) are administered and delivered in an effective and efficient manner pursuant to the MCFN policies by ensuring the educational operations are consistent with the levels of standard equal to if not surpassing that of the provincial legislation and guidelines while promoting a cultural awareness through programs, projects and initiatives undertaken by the department as related to elementary, secondary and post-secondary levels of education. Further, to ensure compliance with relevant MCFN policies and contracts and to aid in the improvement and effectiveness of the Department’s services offered by striving to improve and expand on existing programs while pursuing new and applicable methods of educational teachings and tools that reflect the unique standing of the programs in existence.

### **Educational Qualifications/Minimum Requirements**

- University degree plus two years’ supervisory experience
- Basic understanding of federal/provincial legislation impacting First Nation government such as the Indian Act, ISC program funding, Jordan’s Principle, provincial education legislation and guidelines
- Knowledge and experience in policy analysis and development
- Solid background in computers with specific knowledge of Microsoft Word and Excel
- Must have excellent verbal and written communication skills and interpersonal skills;
- Driver’s license and a vehicle
- Must provide the results of a current criminal reference check including a vulnerable sector check
- Safe Food Handler’s Certification or the willingness to obtain

### **Assets**

- Work experience in First Nation educational settings
- Knowledge of the history, culture and/or language of MCFN
- Knowledge and experience in with First Nation admin, including counselling and/or advocating for post secondary students, data entry, policy interpretation, budgeting

**Salary:** \$54,985.50 - \$78,853.50, as per the MCFN Salary Grid

Please submit your cover letter, resume, and three current references (in addition to the above) to:

The Mississaugas of the Credit First Nation  
**Attention: Personnel Committee**  
2789 Mississauga Road  
RR#6 Hagersville, ON  
N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Admin Building or by email at [stephanie.laforme@mncfn.ca](mailto:stephanie.laforme@mncfn.ca)

**Miigwech to all who apply, only those candidates selected for an interview will be contacted.**